

For Veterans:

Veterans' Recruitment Authority (VRA): Authority that gives agencies the discretion to appoint eligible veterans to positions in the federal government without competition. Under this provision, veterans may be appointed to any grade level in the General Schedule through GS-11 or equivalent. Applicants must meet the basic qualifications for the position to be filled.

Veterans Employment Opportunity Act (VEOA): Allows eligible veterans to apply and compete for Federal employment under merit promotion procedures (inside the federal government) when the agency is recruiting outside of its own workforce. Veteran's preference is not a consideration when selections are made for these appointments.

30 Percent or More Disabled Veterans: Veterans retired from active military service with a 30 percent or more disability, or who receive a service-connected disability rating of 30 percent or more from the Department of Veterans Affairs, may be appointed noncompetitively to a temporary or term appointment. There is no restriction to the grade levels for which a person may be hired into a position under this authority. Applicants must meet all qualifications for the position being filled. The agency may convert the employee, without a break in service, to a career or career-conditional appointment at any time during the employee's temporary or term appointment.

Disabled Veterans Enrolled in VA Training Programs: Disabled veterans eligible for training through the Veteran's Administration's (VA) Vocational Rehabilitation Program may enroll in training or work experience under an agreement between the federal agency and VA.

For Interns:

Federal Career Intern Program: This program enables agencies recruit and attract exceptional individuals into a variety of occupations. It was created under Executive Order 13162 and covers positions at grade levels GS-5, GS-7, and GS-9 or other trainee positions. In general, individuals are appointed to a two-year internship. Upon successful completion of the internship, an intern may be eligible for permanent placement within an agency.

Presidential Management Fellows (PMF) Program: An Office of Personnel Management administered program that recruits outstanding graduate students (Master's and doctoral-level) from a wide variety of academic disciplines who have an interest in and commitment to a career in the analysis and management of public policies and programs. Agencies may appoint Presidential Management Fellows at the GS-9, GS-11, or GS-12 level (or equivalent).

For Students:

Student Educational Employment Program: This program provides the authority to appoint students in the excepted service under the Student Educational Employment Program. There are two components of the program: the Student Temporary Employment Program (STEP) and Student Career Experience Program (SCEP). These are special authorities under which agencies can appoint students who are enrolled or have been accepted for enrollment in at least a part-time

schedule at an accredited institution. Appointment in the STEP program is not to exceed one year and may not be converted to term or permanent; however, they may be converted to a SCEP appointment. Individuals in the SCEP program may be non-competitively converted to term or career/career conditional appointments within 120 days of completing academic requirements. Students hired under SCEP may be granted tuition assistance by the hiring agency.

For Persons with Disabilities:

Appointments for People with Disabilities: These appointments may be made on a temporary, time-limited (more than one year), or permanent basis in the excepted service. An individual may be appointed to any type of position and grade level for which qualified. An applicant must be certified as being disabled and as “job ready” by a licensed medical professional; a state or licensed vocational rehabilitation specialist; or a state or Federal agency that provides disability benefits. If the individual is not certified as job ready, an agency may hire the person on a temporary appointment in order to determine job readiness. A person may be converted to a career-conditional or career appointment after successful completion of a minimum of two years of service on the job and demonstrating satisfactory performance.

Direct –Hire Authority:

Allows agencies to hire qualified candidates, after public notice has been given, directly into competitive service positions without conducting a formal rating and ranking process. Limited to occupations for which OPM determines there is a severe shortage of candidates or a critical hiring need. The occupations for which OPM has granted a government-wide direct-hire authority include:

- Medical Occupations (i.e. Medical Officer, Diagnostic Radiologic Technologist, Nurse, and Pharmacist);
- Information Technology Management (Information Security), GS-09 and above;
- Veterinary Medical Officers, GS-11 through GS-15;
- Positions involved in Iraqi Reconstruction Efforts that require fluency in Arabic or other related Middle Eastern languages.

Additional Options:

Office of Personnel Management’s People with Disabilities Shared Register: In support of the Executive Order regarding Federal Employment of People with Disabilities, the Office of Personnel Management, in collaboration with the Chief Human Capital Officer Council has contracted with Bender Consulting Services, Inc. to populate a shared register of individuals with disabilities who have an interest in working for federal agencies and satisfy the requirements of positions federal agencies are frequently required to fill. Candidates will be individuals who satisfy the requirements of entry-level positions in contracting, finance/accounting, human resources, information technology, administration, engineering, legal and any other areas as directed by OPM. Individuals with work experience will also be directed to the register and identified as satisfying the requirements for experienced positions.

Hiring Authorities and Flexibilities

Varying Schedules: Varying work schedules such as part-time (which may include job-sharing arrangements), intermittent, and seasonal are viable options to manage a fluctuating and less than full-time workforce. The use of varying work schedules may attract applicants who prefer to work less than full-time.

Re-employing Annuitants: Retired government employees may, under the authority set forth in 5 U.S.C. 8344(i) and 8468(f) be re-employed in certain circumstances. Individual circumstances will dictate whether or not salary offset will apply. Waivers may be granted on a case-by-case basis.

Spouses and Widows/Widowers of Certain Military Members: May be appointed without competition to competitive service permanent, term, or temporary positions. Eligibility includes spouses who relocate with an active duty service member who is issues permanent change of station orders with authorization for dependent travel; spouse of in individual who retired or was discharged or released from active duty in the armed forces and has a disability rating of 100 percent; or the unmarried widow or widower of a member of the armed forces who was killed while on active duty. There is no grade level limit to this authority, but the appointee must meet all qualification requirements. Eligibility is limited for a maximum of two years from the date of the documentation of the qualifying event and the agencies Interagency Career Transition Assistance Plan employee list must be cleared before an appointment can be made.

Former Peace Corps Staff: Agencies may noncompetitively appoint an individual who has completed at least 36 months of continuous, satisfactory service with the Peace Corps (as a staff member, not volunteer). The individual must have a certification from the Director of the Peace Corps that his/her service was satisfactory, and be appointed by the agency within three years after separation from the Peace Corps.

Former Peace Corps VISTA/Volunteers: Individuals who have satisfactorily served in the Peace Corps as a volunteer may be noncompetitively appointed to the Federal service within a one year period after completing his/her volunteer service. The one year period may be extended up to two more years for limited reasons, such as military service or study in an accredited educational institution.